DBL

TRANSFER APPROVAL

ID#: 3604830

NAME: MD. Kamal Hossain

DATE: 22-12-14

PRESENT WORK STATION

☐ MTL ☐ HTL ☐ TTSL ☐ DBTL ☐ JINNAT ☐ MATIN ☑ PPPL

Designation Assistant store Keeper **Section** civil

DOJ ______ **Salary** ______

Admin Officer ______ **Incharge** [signature] 22/12/14 **Dept. Head** [signature] 22.12.14

PROPOSED WORK SIATION

☐ MTL ☐ HTL ☐ TTSL ☐ DBTL ☑ JINNAT ☐ MATIN ☐ PPPL

Designation Assistant store Keeper **Section** civil

Salary ______ **ID#** 3604830 **Effective Date** 01.01.2015

Dept. Head [signature] 22.12.14.

Comments/Recommendation/Justification/Alternative if any (from WorkStudy/ Production)

In absence of Storekeeper at Jinnat/cont. Store he is working now on deputation from PPPL Complex.
He is capable to carryout the store work.

Signature [signature] 22/12/14

Administration

Clearence

Dept. Head [signature] 22.12.14

Human Resourse Use Only

HR-Officer

1 Personal File Hand Over? ☐ **Yes** ☐ **No**

2 Reason of Transfer ______

3 EIS Data Update? ☐ **Yes** ☐ **No**

4 Leave transfer?

5 Dress Handed Over & Issue? ☐ **Yes** ☐ **No**

Executive-HR

Manager HR